



SE-420

Construction Change Directive

AGENCY: _____
(Name)

PROJECT: _____
(Number) (Name)

CHANGE DIRECTIVE NO.: _____ When signed by the Agency, this document becomes effective immediately and the Contractor shall proceed with the change(s) described below. The Contractor is hereby directed to make the following change(s) to the Work of the Contract: *(Reference attachments by name and date)*

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum is:

- ☐ A Lump Sum adjustment of: _____
- ☐ A Unit Price adjustment of: _____ per _____
- ☐ Actual costs as documented and approved per the Contract.
- ☐ Other method as provided below: *(Insert terms of the basis of adjustment or reference attachment by name and date)*
- _____
☐ Unilateral determination by the A/E.
☐ NO CHANGE

2. The proposed adjustment to the Contract Time is:

- ☐ NO CHANGE
- ☐ An increase of _____ calendar days.
- ☐ A decrease of _____ calendar days.

PREPARED BY:

(Print or Type Name of A/E) (Signature) (Date)

WORK AUTHORIZED BY:

(Print or Type Name of Agency) (Signature) (Date)

DIRECTIVE ACCEPTED BY:

Signature by the Contractor indicates the Contractor's full and complete agreement with the proposed basis of adjustment in the Contract Sum and Time set forth in this Construction Change Directive. Change Directives accepted by the Contractor shall be incorporated into a Change Order without further adjustment.

(Print or Type Name of Contractor) (Signature) (Date)

AGENCY INSTRUCTIONS:

1. Submit one copy of approved SE-420 and supporting technical information to OSE.